



POSTAL BULLETIN

Instructions and Information For Postal Employees
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20661

All Postal Installations

Postal Services Day

During the latter half of November postmasters may wish to develop activities similar to those held during Postal Services Day last year. These activities, generally sponsored by local civic organizations such as Chambers of Commerce, highlighted the importance of the postal service and the need for post office-customer understanding and cooperation. This year, Postal Services Day may be a "kick-off" for the annual mail early for Christmas activities. In about six weeks postmasters with news media within their areas of delivery will be receiving kits to assist in the planning for a suggested Postal Services Day and the Christmas campaign.—*Office of the Special Assistant to the Postmaster General for Public Information, 9-5-68.*

All Postal Installations Having 25 or More Employees

Initial Level Supervisory Examinations

The United States Civil Service Commission is administering examinations for the positions of postmaster and rural carrier in some areas on the same dates scheduled for several of the post office initial level supervisory examinations.

An employee's request to take a scheduled make-up supervisory examination in order to participate in the postmaster and/or rural carrier examinations must be granted.

SPECIAL NOTE: Postmasters must assure that employees are given the opportunity to make application and take the initial level supervisory examinations. Should a post office exhaust its supply of application cards, Form 2460-B, a POD memorandum may be used until a replenishment of forms arrive from the contractor.—*Bureau of Personnel, 9-5-68.*

All Postal Installations

Special Youth and Economic Opportunity Programs

From time to time questions are raised with regional offices and the Department as a result of contacts made by community action agencies with postmasters concerning postal use of persons enrolled in the various special youth and economic opportunity programs.

The Civil Service Commission has issued FPM Letter No. 300-11, dated July 23, 1968, updating and consolidating instructions and guidelines for agency participation in a number of these programs. Regional offices and post offices holding copies of the Federal Personnel Manual should be familiar with the provisions of this letter. Installations heads should refer inquiries concerning these programs to the Director, Industrial Relations Division, Regional Office, with complete information as to any local proposal.—*Bureau of Personnel, 9-5-68.*

All Postal Installations

Religious Holidays

It is the policy of the Department to cooperate in making possible the observance by Federal employees of the various established religious holidays of their faith; for example, Easter, Good Friday, Yom Kippur, Rosh Hashana, etc.

This year Rosh Hashana (New Year) starts at sundown on September 22 and ends at sundown on September 24. Yom Kippur (Day of Atonement) begins at sundown October 1st and ends at sundown October 2nd.

In accordance with section 721-928b of the Postal Manual, installation heads shall, insofar as practicable, grant annual leave to employees scheduled for duty who wish to attend services on religious holidays.—*Bureau of Personnel, 9-5-68.*

All Offices With Rural Routes

Correction: Annual Count of Mail on Rural Routes

This will correct three references incorrectly printed in the POSTAL BULLETIN of 8-29-68 under the above title. Change reference on page 12, end of paragraph X from (See X) to (See XI), and on page 13 paragraph XI from paragraphs III and IX to paragraphs IV and X.

All Postal Services Centers

Pandering Statute—Forms Used in Administering

Any postmaster having an excess of any forms used in administering the postal pandering statute, 39 U.S. Code § 4009, should return all unneeded forms to his supply center.—*Office of the General Counsel, 9-5-68.*

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All Postal Installations

COMBINED FEDERAL CHARITY CAMPAIGN

Background

Beginning in 1964 the Civil Service Commission authorized agencies to withhold from employees pay donations to Combined Federal Charity (CFC) Campaigns. Payroll deductions may not be made for other charity organizations. To qualify as a CFC Campaign local charities organize under criteria established by the Civil Service Commission and receive approval for participation from the Commission. A local postmaster or other Government official may participate in the organization if desired.

The Civil Service Commission advises Federal agencies each year (in August) of the CFC Campaigns which are approved for the Fall Campaign.

Each year, usually early in September, a Postal Bulletin is published listing approved CFC Campaigns which have post offices located in the campaign area. Any changes to the approved list (late approvals or deletions) are published in the Postal Bulletin before the new charity deduction year begins.

1969 CFC Campaign

Listed below are the CFC Campaigns which the Civil Service Commission has approved for participation in the 1969 Charity year. Where available, the area covered by the Campaign is shown. Payroll withholding is authorized in all postal installations in CFC Campaign areas.

In some areas the charity drive will begin in September. All charity drives will be conducted in accordance with the Federal Fundraising Manual. It is desired that postmasters cooperate fully with the chairman of the local fundraising coordinating committee. Postmasters may serve as chairmen of such committees.

The postmaster of the largest office in the Campaign area will serve as coordinator for all post offices and other postal installations within that area. Local fundraising coordinating chairmen will furnish all CFC literature and forms.

Federal campaigns	Area covered	Federal campaigns	Area covered
Alaska : Anchorage Fairbanks	Greater Anchorage Area. Fairbanks & Ft. Wainwright.	Florida : Canaveral Jacksonville Key West Miami Milton Pensacola	Brevard County. Duval County. Monroe County. Dade County. Santa Rosa County. Pensacola Complex.
Arizona : Flagstaff Phoenix Yuma	Flagstaff Area. Phoenix Metropolitan Area. Cities of Yuma, Somerton & San Luis, Arizona and Winterhaven, California.	Georgia : Atlanta Brunswick Macon	Counties of Clayton, Cobb, De Kalb, Fulton and Gwinnett. Glynn County. Counties of Bibb, Bleckley, Dodge, Houston, Jones, Laurens, and Peach. Chatham County.
Arkansas : Blytheville Little Rock Pine Bluff	Blytheville. Pulaski County. Jefferson County.	Savannah Hawaii : Honolulu	Island of Oahu.
California : Bakersfield Barstow	Greater Bakersfield and all Post Offices West of the Tehachapi's. Mojave Valley communities of Baker, Barstow, Daggett, Hinkley, Lenwood, Ludlow, Newberry and Yermo. Indian Wells Valley (cities of China Lake, Inyokern, and Ridgecrest). Corona and Norco Metropolitan Areas. Fresno County. Los Angeles County, Edwards AFB and parts of Kern County. Yuba-Sutter.	Idaho : Boise Illinois : Chicago	Boise Metropolitan Area. Counties of Cook and Du Page and southern portion of Lake County. Vermillion County. City of Rock Island & Scott County, Iowa. Sangamon County.
China Lake	Indian Wells Valley (cities of China Lake, Inyokern, and Ridgecrest).	Danville Rock Island	
Corona-Norco	Corona and Norco Metropolitan Areas.	Springfield	
Fresno	Fresno County.	Indiana : Crane Peru	Counties of Miami, Howard and Cass.
Los Angeles	Los Angeles County, Edwards AFB and parts of Kern County.	Kansas : Fort Riley Leavenworth Topeka Wichita	Leavenworth County. Shawnee County. Sedgwick County.
Marysville-Yuba City Merced	Yuba-Sutter. Merced County, except for towns of Los Banos, Dos Palos and Gustine.	Kentucky : Louisville	Louisville & Jefferson County.
Redding	Shasta County.	Louisiana : Alexandria Shreveport-Bossier City	Rapides Parish. Shreveport-Bossier City Areas.
Sacramento	County of Sacramento and East Yolo.	Maine : Augusta	Cities of Augusta and Gardiner.
San Bernardino	Cities of San Bernardino, Bloomington, Colton, Crestline, Fontana, Grand Terrace, Highland, Loma Linda, Ontario, and Rialto.	Maryland : Bainbridge-Perry Point Baltimore	Bainbridge and Perry Point. City of Baltimore, Counties of Anne Arundel, Baltimore, Carroll, Harford and Howard.
San Diego	San Diego County.	Frederick Indian Head Lexington Park (Patuxent River)	Frederick County. Charles County. Lexington Park Area.
San Francisco	Counties of Alameda, Contra Costa, Marin, San Francisco, and San Mateo.	Massachusetts : Barnstable County Boston Brockton Springfield	Barnstable County. Boston Bay Area (63 cities & towns). Greater Brockton Area. Greater Springfield, Holyoke and Chicopee.
San Jose	Santa Clara County.	Minnesota : Fargo-Moorhead	Fargo, N. Dakota, Moorhead, Minn. Hennepin County.
Santa Ana	Orange County.	Minneapolis St. Cloud	10 mile area around City of St. Cloud including counties of Benton, Starns and Sherburne.
Santa Barbara	Santa Barbara Metropolitan Area including Coleta, Carpinteria, Summerland and Santa Barbara.	Mississippi : Biloxi-Gulfport Columbus	Harrison County. Columbus Area.
Santa Maria	Northern Santa Barbara County.	Missouri : Sedalia	Cities of Sedalia, Knob Noster and Warrensburg.
Twentynine Palms	Twentynine Palms.	Montana : Great Falls Helena	Cascade County. Lewis and Clark Counties.
Colorado : Colorado Springs	Colorado Springs Area.	Nebraska : Lincoln Omaha	Lincoln Area. Omaha—Council Bluffs.
Denver	Counties of Adams, Arapahoe, Boulder, Denver, and Jefferson.		
Grand Junction	Mesa County.		
Pueblo	Greater Pueblo Area.		
Connecticut : Hartford	Greater Hartford Area : Bloomfield, East Hartford, Farmington, Glastonbury, Hartford, Manchester, Newington, South Windsor, West Hartford, Wethersfield, Windsor.		
	New Haven County. New London County.		
Delaware : Dover	City of Dover.		

Federal campaigns	Area covered
Alabama : Anniston Birmingham Huntsville Tuscaloosa	Calhoun County. Jefferson County. Madison County. Tuscaloosa County.

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<i>Federal campaigns</i>	<i>Area covered</i>
Nevada: Las Vegas Reno	Clark County. Washoe County.
New Hampshire: Portsmouth	Portsmouth Area.
New Jersey: Atlantic City Bayonne Dover Fort Dix Lakehurst Lyons Monmouth Newark	Atlantic County. Bayonne Area. Morris County. Burlington County. Ocean County. VA Hospital, Lyons. Monmouth County. Essex County and western section of Hudson County.
New Mexico: Alamogordo Albuquerque Santa Fe	Otero County. Bernalillo County. Santa Fe County.
New York: Canandaigua New York City Rochester	Canandaigua. Greater New York. Rochester and Monroe Counties.
Rome Romulus	Rome Area. Seneca County and the City of Geneva, N.Y.
Schenectady Troy	Schenectady County. Mohawk-Hudson Area.
North Carolina: Asheville Charlotte	Buncombe County. Charlotte-Mechlen- burg County.
Durham	Durham County, less Research Triangle.
Salisbury	Rowan County.
Ohio: Cincinnati	Cincinnati Metropoli- tan Area including five counties: Ham- ilton and Clermont, Ohio; and Boone, Kenton and Camp- bell, Kentucky.
Cleveland	Counties of Cuyahoga and Geauga, north- ern part of Medina County (including Brunswick, Hinck- ley and Liverpool Townships) and the cities of Mentor and Wickliffe in Lake County.
Newark Sandusky Toledo Youngstown	Licking County. Erie County. Greater Toledo Area. Mahoning, Trumbull, occasionally Columbiana County (town of East Liverpool).
Oklahoma: Bartlesville	Washington County, Okla.
Muskogee Oklahoma City	City of Muskogee. Oklahoma County and 5 contiguous counties.
Oregon: Albany Eugene Portland	Linn County. Lane County, Oregon. Counties of Clack- amas, Multnomah and Washington.
Salem	Salem (Marion County).
Pennsylvania: Chambersburg Coatesville Bucks County Lebanon Lewisburg Tobyhanna	Chambersburg Area. Coatesville Area. Bucks County. Lebanon County. Union County. Lackawanne & Monroe Counties and Hasleton Area of Luzerne County.
Wilkes-Barre	Northern 80 percent, Luzerne County.
South Carolina: Charleston	Summerville/Charles- ton Area.
Columbia	Counties of Lexington and Richland.
South Dakota: Rapid City	Rapid City Area and Western South Dakota.
Sioux Falls	Sioux Falls.

Federal campaigns

Tennessee: Johnson City Memphis Nashville	Oak Ridge
Texas: Abilene Corpus Christi El Paso Kerrville	San Antonio Val Verde
Utah: Ogden	Provo Salt Lake City
Vermont: Burlington	
Virginia: Dahlgren Newport News- Hampton	Norfolk
	Richmond Roanoke
Washington: Bremerton	Seattle Spokane Vancouver Walla Walla
West Virginia: Clarksburg	Huntington
	Martinsburg Parkersburg
Wyoming: Cheyenne	
Washington, D.C. (National Capital Area)	

Area covered

Greater Johnson City. Shelby County. Metropolitan Nash- ville and Davidson County. City of Oak Ridge.	City of Abilene. City of Corpus Christi. El Paso County. Kerrville & Kerr County. Bexar County. Val Verde County.
Counties of Weber and northern section of Davis County. Utah County. Salt Lake County & south portion of Davis County.	Dahlgren. Cities of Newport News & Hampton; York & James City Cos. Nansemond County and cities of Norfolk, Virginia Beach, Portsmouth, Suffolk in Virginia and Elizabeth City, N.C. City of Richmond. Roanoke Valley, Va. (Roanoke, Bote- tourt Counties, towns of Salem & Vinton, Radar Sta- tion in Bedford County).
Kitsap County & north section of Mason County. King County. Spokane County. Clark County. Walla Walla County.	Harrison County (proposed). Cabell and Wayne Counties. Berkeley County. Parkersburg Metropolitan Area.
Laramie County. District of Colum- bia, cities of Alex- andria and Falls Church, Arlington and Fairfax Coun- ties, Virginia; and Montgomery and Prince Georges Counties, Mary- land.	

All Post Offices

National ZIP Code Directory

The March 1968 edition of the National ZIP Code Directory, POD Publication 65, is now being distributed to all post offices. Completion of this distribution is expected about the middle of September.

Postmasters will furnish mailers, upon request and without charge, a copy of the 1968 ZIP Code Directory in exchange for a copy of the 1967 ZIP Code Directory on a copy for copy basis.

Automatic distribution is being made of a reasonable number of copies of the new directory to all post offices and regional offices. After September 15, additional copies may be requisitioned on Form 1580, Requisition For Supplies, from your Regional Customer Relations Officer. Postmasters should **not** send requisitions for the directory to supply centers.

In an effort to make the directory more effective, supplements will be published in the future and sold separately. Purchasers of the directory will be notified of the price and availability of the supplements as they are published.

Customers wishing to purchase the National ZIP Code Directory may do so by writing directly to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The directory sells for \$7.00 per copy.—*Bureau of Operations*, 9-5-68.

Employee Participation

The allotment privilege is available to Federal employees whose net pay regularly is sufficient to cover the allotment, excluding those serving under appointments limited to one year or less. Examples of excluded categories of employees are: substitute rural carriers, and postmaster leave replacement and clerical assistance at 4th-class post offices.

Payroll Withholding Authorization Forms

Forms will be completed to show—
a. Roster designation code follow-
ing employee name.

b. Employee social security number in block indicated for "identification number."

c. Name of post office where employed under "location" block.

After termination of drive, send all authorization forms in one package to the postal data center which services your installation.

Commencing Date

Withholding in the amount indicated on the form will be made for 26 pay periods beginning with pay period No. 2 (Dec. 28, 1968 to Jan. 10, 1969), payment for which will be received January 17, 1969.—*Bureau of Finance and Administration*, 9-5-68.

All Postal Installations Served by the Somerville and Washington Supply Centers

New Requisitioning Schedule for Supplies

Effective October 1, 1968, the Washington Supply Center will be merged with the Eastern Area Supply Center at Somerville, New Jersey. Concurrently, a new requisitioning schedule for ordering supplies, listed below, is established for all offices which will be served by the Eastern Area Supply Center.

First-class offices will requisition quarterly; second- and third-class offices, semi-annually; and fourth-class offices annually. Regional offices, inspection service offices, postal data centers, internal audit offices, and vehicle maintenance facilities will requisition quarterly in the same months designated for first-class offices in their state.

Requisitioning Schedule

Location of office	First-Class		Second-Class		Third-Class		Fourth-Class	
	1-5	11-15	1-5	11-15	1-5	11-15	1-5	11-15
Alabama	Mar June Sept Nov 16-20		Jun Nov 16-20		Mar Sept		Mar	
Connecticut		Feb May Aug Nov		Feb Aug		May Nov		May
Delaware		Jan Apr July Oct		Jan July		Apr Oct		Apr
District of Columbia		Mar June Sept Dec						
Florida	Mar June Sept Nov 16-20		Mar Sept		June Nov 16-20		Mar	
Georgia	Mar June Sept Nov 16-20		Mar Sept		June Nov 16-20		Sept	
Indiana	Jan Apr July Oct		Apr Oct		Jan July		Apr	
Kentucky	Mar June Sept Nov 16-20		Mar Sept		June Nov 16-20		June	
Maine		Feb May Aug Nov		May Nov		Feb Aug		May
Maryland		Jan Apr July Oct		Jan July		Apr Oct		Jan

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All Postal Installations

Customs Clearance of Incoming Mail Shipments

Delivery continues to be made of mail importations containing dutiable and prohibited matter without being submitted to United States Customs. Recent instances of this irregularity have involved surface and airmail letters and letter packages from Canada containing gold coins.

All border exchange offices receiving mail from Canada and Mexico, as well as coastal and interior exchange offices receiving direct sacks of mail from other countries generally, must see that mail known or believed to contain merchandise is submitted to customs examination, it being permissible to open sealed letters and letter-packages only according to the provisions under 261.3, Postal Manual. Postmasters must see that there is no delay in customs processing of this mail, and that airmail is given priority treatment.

International mail received at post offices of address which appears to contain merchandise but does not bear an endorsement indicating it has received customs treatment must be forwarded to the postmaster at the nearest of the offices listed in 261.35, Postal Manual, marked "For Customs Inspection."

Mail that has received customs treatment is readily recognized by an endorsement on the cover or wrapper, such as *Examined by U.S. Customs (at . . .): DUTY TO BE COLLECTED, Passed Free of U.S. Customs at . . .*, etc.—Bureau of Operations, 9-5-68.

All Postal Installations

SCF Designations

Effective July 1, 1968, Boston, Massachusetts 021, was designated as a sectional center. Stations and Branches of Boston, Massachusetts, Post Office bearing ZIP Code 021-022 comprise the new sectional center. No ZIP Codes are changed. There is no change in the SCF Designation, South Postal Annex, MA 020. This designation is being incorporated in the new Directory of Post Offices.—Bureau of Transportation, 9-5-68.

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Requisitioning Schedule—Continued

Location of office	First-Class		Second-Class		Third-Class		Fourth-Class	
	1-5	11-15	1-5	11-15	1-5	11-15	1-5	11-15
Massachusetts		Feb May Aug Nov		Feb Aug		May Nov		May
Michigan	Jan Apr July Oct		Jan July		Apr Oct		Jan	
Mississippi	Mar June Sept Nov 16-20		Mar Sept		June Nov 16-20		Sept	
New Hampshire		Feb May Aug Nov		Feb Aug		May Nov		May
New Jersey	Feb May Aug Nov		Feb Aug		May Nov		May	
New York	Feb May Aug Nov		May Nov		Feb Aug		May	
North Carolina		Mar June Sept Dec		Mar Sept		June Dec		Mar
Ohio	Jan Apr July Oct		Apr Oct		Jan July		July	
Pennsylvania		Jan Apr July Oct		Jan July		Apr Oct		July
Puerto Rico	Feb May Aug Nov		Feb Aug		(See Below)		(See Below)	
Rhode Island		Feb May Aug Nov		Feb Aug		May Nov		May
South Carolina		Mar June Sept Dec		Mar Sept		June Dec		June
Tennessee	Mar June Sept Nov 16-20		Mar Sept		June Nov 16-20		Mar	
Vermont		Feb May Aug Nov		May Nov		Feb Aug		May

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All Postal Installations

Cancellation of Wanted Circular

The following postal offender is no longer wanted:

EDWARD HERMAN HOLT

Destroy the Wanted Circular concerning him.—*Bureau of the Chief Postal Inspector, 9-5-68.*

All Postal Installations

Requisitioning Rubber and Steel Stamps, FY 1969

RUBBER LINE STAMPS

Effective immediately, field offices shall requisition rubber line stamps, Items 500, 502, 518, 574, 575 and rubber type, Item 645, directly from Lloyd Manufacturing Co., Houtzdale, Pa. 16651, the contractor for fiscal year 1969. Use the latest edition of Form 1567 (September 1965), REQUISITION FOR RUBBER AND STEEL STAMPS ONLY. Headquarters will continue to handle billings and payments for these items.

RUBBER PARCEL POST CANCELER (formerly Item 518-A)

Order as Item 502, and further identify on the requisition form in the item number space as "Parcel Post Canceler." The stamp will have a rectangular frame containing name of city and two-letter State abbreviation. ZIP Codes are authorized on this item for those post offices and delivery units serving only one ZIP Code area. The official list of two-letter State abbreviations appears in POD Publication 65, National ZIP Code Directory.

RUBBER, AND STEEL POSTMARKING, DATING, AND MISCELLANEOUS STAMPS

Requisition all rubber and steel postmarking, dating, and miscellaneous stamps, except the above enumerated rubber line stamps, from the supply centers on Form 1567.

Items 716-A and 718-D, Replacement Roller Die, will no longer be supplied due to prohibitive cost. Whenever a roller die needs replacing, a complete Item 716 or 718 shall be requisitioned.—*Bureau of Facilities, 9-5-68.*

*First- and Second-Class Offices***TRANSFERRING TRAINING HOURS BETWEEN PAYROLL ACCOUNTS**

This will revise the instructions relative to the criteria for training hours to be transferred in those offices where the standardized Craft Skill Training System is being implemented. At this time, this includes all of the largest post offices where full-time training officers are authorized.

The primary changes made by this instruction are: (1) transfer on-the-job training time, (2) transfer non-supervisory instructor time, and (3) limit time transferred in accordance with the detailed instructions of the standardized Craft Skill Training System.

Effective with the implementation of the standardized Craft Skill Train-

ing System, time used for orientation and training that is within the amounts specified for each unit of training, as detailed in the standardized Craft Skill Training System instructions, will be transferred to training on Form 1670. This applies to both classroom and on-the-job instruction, the time of trainees when actually receiving training within the amounts specified, and the time of employees who serve as instructors, on and off the job, when they are actually engaged in instruction under the provisions of the Orientation and Craft Skill Training System. The time used as either on- or off-the-job instructors by supervisors, PFS-7, and above will not be transferred to train-

ing. Any training time beyond that stipulated in the manual will be charged to production and will not be transferred to the training accounts.

Travel time spent in getting to and from training areas, when necessary, and non-supervisory time allotted and used for preparation for instructing, as specified in the system instructions, will be transferred to training.

Training time is transferred on the basis of the employee's assigned category, regardless of the category to which training applies. For example, should a clerk receive carrier training, the training time will be transferred to the clerk training account.—*Bureau of Finance and Administration, 9-5-68.*

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Requisitioning Schedule—Continued

Location of office	First-Class		Second-Class		Third-Class		Fourth-Class	
	1-5	11-15	1-5	11-15	1-5	11-15	1-5	11-15
Virgin Islands	Feb May Aug Nov		Feb Aug		(See below)		(See below)	
Virginia		Mar June Sept Dec		June Dec		Mar Sept		Mar
West Virginia		Mar June Sept Dec		June Dec		Mar Sept		Sept

Third-class and fourth-class offices in Puerto Rico and the Virgin Islands submit requisitions to the Postmaster, San Juan, Puerto Rico, in accordance with a schedule established by that post office.

If it becomes necessary because of the change in cycle for an office to submit an adjusting requisition for supplies to properly operate until the new cycle is reached, ONE requisition on Form 1580, Requisition for Supplies, will be honored. Endorse the requisition with reference to this Postal Bulletin notice. Offices which have had their requisitioning dates advanced, or unchanged, as a result of this revised schedule have no justification for submitting adjusting requisitions.

The complete mailing address for the Eastern Area Supply Center is: POST OFFICE DEPARTMENT EASTERN AREA SUPPLY CENTER, SOMERVILLE, NEW JERSEY 08877. The FTS telephone number is 201-846-4203, Extension 36. Postal installations located near Somerville, New Jersey (within a 75-mile radius), shall use commercial facilities if the call will not exceed 75 cents. The local telephone number is 725-2540, Extension 36.

The Postal Manual, section 651.417b, will be amended accordingly.—*Bureau of Facilities, 9-5-68.*

*All Postal Installations***Listing of Licensed Vendors for Uniform Purchases**

In Postal Bulletin of August 22, 1968, information was furnished that the listing of licensed uniform vendors, POD Publication 136, would be distributed to all 1st-, 2nd- and 3rd-class post offices, classified stations and branches and other postal installations having employees eligible for uniform allowances.

Because of the relatively few 3rd-class post offices which have employees that are eligible for uniform allowances, initial distribution of the vendor listings will not be made to these post offices.

If a 3rd-class post office has employees eligible for uniform allowances, the postmaster should obtain a copy of the vendor listing, POD Publication 136, from either the Topeka, Kansas, or Somerville, New Jersey, Supply Center. Submit request on card Form 4750, Special Requisition for Supplies.—*Finance and Administration, 9-5-68.*

THE ART OF SAFE MANUAL LIFTING HAS THREE SIMPLE STEPS: LIFT SAFELY—WORK SAFELY—MOVE THE MAIL SAFELY.

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

This current list is to be posted and used by window clerks. Destroy all previous notices. Interim notices of individual series received from the Inspection Service should be inserted in proper sequence pending publication of a new consolidated listing.

THE CANADIAN POSTAL ADMINISTRATION HAS DECLARED THE FOLLOWING ORDERS VOID: ORDERS WITHOUT PREFIX, ORDERS WITH PREFIX "A", "B" AND "C-00" TO "C-10". THESE ORDERS SHOULD NOT BE CASHED. HOLDERS THEREOF SHOULD BE ADVISED TO SEND THEM TO THE POST OFFICE DEPARTMENT AT OTTAWA, CANADA, FOR VALIDATION.

C-11,095,797 to C-11,096,000	C-32,770,872 to C-32,770,900	C-46,520,658 to C-46,520,800
C-11,114,001 to C-11,114,700	C-32,827,040 to C-32,827,100	C-46,526,574 to C-46,527,000
C-12,615,282 to C-12,615,300	C-33,501,144 to C-33,501,391	C-47,258,221 to C-47,258,400
C-14,252,857 to C-14,253,000	C-33,910,901 to C-33,911,000	C-47,326,381 to C-47,326,390
C-14,440,844 to C-14,441,000	C-34,650,401 to C-34,650,500	C-47,962,616 to C-47,962,700
C-15,900,001 to C-15,900,200	C-35,278,723 to C-35,278,725	C-48,132,201 to C-48,132,400
C-16,392,932 to C-16,393,000	C-35,522,883 to C-35,522,900	C-48,289,603 to C-48,289,791
C-16,660,696 to C-16,661,000	C-36,304,767 to C-36,304,800	C-48,298,301 to C-48,298,500
C-17,108,192 to C-17,108,400	C-37,500,179 to C-37,500,300	C-48,955,001 to C-48,955,500
C-17,416,461 to C-17,416,480	C-39,180,051 to C-39,180,150	C-49,328,542 to C-49,328,630
C-18,180,600 to C-18,180,800	C-39,279,808 to C-39,280,000	C-50,913,010 to C-50,913,297
C-19,303,771 to C-19,303,793	C-39,526,770 to C-39,526,809	C-51,324,712 to C-51,324,749
C-19,303,799 to C-19,303,800	C-39,876,301 to C-39,876,500	C-52,951,869 to C-52,951,870
C-19,383,919 to C-19,384,000	C-39,942,501 to C-39,942,800	C-53,142,021 to C-53,142,120
C-19,474,160 to C-19,474,200	C-40,069,109 to C-40,069,300	C-53,434,886 to C-53,435,000
C-19,483,610 to C-19,483,700	C-40,097,300 (single)	C-53,785,484 to C-53,785,500
C-19,819,311 to C-19,819,500	C-40,130,076 to C-40,130,146	C-54,255,691 to C-54,255,750
C-22,258,597 to C-22,258,615	C-40,196,159 to C-40,196,500	C-54,408,194 to C-54,408,200
C-23,504,435 to C-23,504,500	C-43,054,501 to C-43,054,800	C-54,516,070 to C-54,516,150
C-23,833,501 to C-23,833,508	C-43,075,042 to C-43,075,300	C-54,739,925 to C-54,739,950
C-24,110,167 to C-24,110,170	C-43,606,119 to C-43,606,650	C-55,223,631 to C-55,223,680
C-25,080,512 to C-25,080,550	C-43,638,846 to C-43,638,940	C-55,223,624 to C-55,223,629
C-25,871,195 to C-25,871,400	C-43,979,956 to C-43,979,975	C-56,027,361 to C-56,027,500
C-27,032,321 to C-27,032,330	C-44,636,602 to C-44,636,800	C-56,505,258 to C-56,505,299
C-28,214,097 to C-28,214,200	C-44,790,386 to C-44,790,400	C-56,855,291 to C-56,856,000
C-28,321,261 to C-28,321,500	C-44,912,720 to C-44,913,000	C-57,209,803 to C-57,209,840
C-28,439,501 to C-28,439,700	C-45,487,501 to C-45,487,640	C-57,371,116 to C-57,371,200
C-28,759,665 to C-28,759,800	C-46,159,514 to C-46,159,700	C-57,674,911 to C-57,675,500
C-29,101,939 to C-29,102,000	C-46,393,545 to C-46,393,800	C-58,956,044 to C-58,956,050
C-29,284,451 to C-29,284,500	C-46,512,364 to C-46,512,400	C-60,269,101 to C-60,269,440
C-30,257,001 to C-30,257,500	C-46,514,709 to C-46,514,876	C-60,384,218 to C-60,384,600
C-32,580,101 to C-32,580,200	C-46,517,161 to C-46,517,195	C-63,525,201 to C-63,525,400

HELP CORRECT MAIL IRREGULARITIES—COMPLETE FORM 1510 ACCURATELY AND LEGIBLY ON EVERY COMPLAINT OF LOST OR RIFLED MAIL

POST OFFICE CHANGES NO. 12

* (Supplemental to July 1968 Directory of Post Offices POD Publication 26)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, Disc.=Discontinued, Estab.=Established, IC=Independent City, MOU=Money Order Unit, NP=Nonpersonnel, RB=Rural Branch, Resc.=Rescinded, RS=Rural Station, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.) Effective date is 1968 unless otherwise shown.

State	Name of post office	County-parish	Class	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Monterey	Monterey		Monte Mart	B	93940	Add	10-1	B estab.
MI	Grand Rapids	Kent		Godwin	B	49508	Delete	5-29	B disc.
TN	Bullsgap	Hawkins				37711	Delete	10-5	Change in name.
TN	Bulls Gap	do				37711	Add	10-5	
WA	Bow	Skagit		Samish Island		98232	Delete	9-3-66	RB disc.
WV	East Rainelle	Greenbrier	2			25962	Delete	9-15	PO disc.
WV	(Mail to Rainelle-East Rainelle.)	do				25962			
WV	Rainelle	do	2			25982	Delete	9-16	Change in name and ZIP Code.
WV	Rainelle-East Rainelle	do				25962	Add	9-16	

*1968 Directory of Post Offices not yet published. These changes are also supplemental to the 1967 Directory of Post Offices.

All Post Offices

Sale of UNICEF Greeting Cards

Local representatives of the United States Committee for UNICEF may request permission from postmasters to set up a desk and chair in the post office lobby for the sale of greeting cards, to begin on November 18, 1968 for a 3-week period ending December 6, 1968. Postmasters are encouraged to assign an area 6' x 8', provided such space may be made available without interference to regular postal operations.

Arrangements have been made with General Services Administration to allow space in buildings under their

control to be assigned at the discretion of the local building manager who will coordinate his decision with the postmaster.

Space can be authorized provided (1) that there will be no active solicitation of postal patrons by the UNICEF representatives; (2) that the sale of the cards will be limited to the space assigned; and (3) that the Post Office Department will not furnish any equipment necessary for the sales effort.—*Special Assistant to the Postmaster General for Public Information, 9-5-68.*

All Post Offices

Scale Chart for Pitney Bowes 20-Ounce

Postmasters who have Pitney-Bowes 20-ounce automatic indicating scales should submit to their designated supply centers (Somerville, New Jersey or Topeka, Kansas) Form 4750, Special Requisition For Supplies, for replacement scale chart Item 0-859-B, effective January 7, 1968. Requests must be limited to only the number of Pitney-Bowes 20-ounce scales now in service. Promptly replace existing charts on receipt of new charts using extreme care not to break glass covers.—*Bureau of Operations, 9-5-68.*

SEE THAT PARCEL POST PACKAGES FOR CANADA AND MEXICO, AS WELL AS OTHER COUNTRIES, BEAR CUSTOMS DECLARATIONS (FORM 2966)

All Post Offices

MISSING OR STOLEN MONEY ORDER FORMS—DO NOT CASH THESE ORDERS

To be posted and used by window clerks; destroy previous notices. Insert in proper sequence any interim notices from Inspection Service.

1,883,639,173 to 1,883,639,999
 1,892,293,943 to 1,892,293,999
 1,897,367,945 to 1,897,367,999
 1,899,803,701 to 1,899,803,749
 1,901,376,642 to 1,901,376,669
 1,908,608,765 to 1,908,608,799
 1,915,374,565 to 1,915,374,599
 1,915,377,243 to 1,915,377,499
 1,916,167,500 to 1,916,167,699
 1,916,934,692 to 1,916,934,705
 1,920,666,309 to 1,920,666,499
 1,921,511,500 to 1,921,511,599
 1,922,333,093 to 1,922,333,999
 1,922,965,200 to 1,922,965,499
 1,923,600,528 to 1,923,600,599
 1,923,904,133 to 1,923,905,999
 1,924,081,118 to 1,924,081,139
 1,924,086,510 to 1,924,086,749
 1,925,902,438 to 1,925,902,499
 1,926,613,770 to 1,926,614,149
 2,270,328,000 to 2,270,331,999
 3,692,448,201 to 3,692,448,849
 3,700,335,571 to 3,700,335,699
 3,704,660,883 to 3,704,661,999
 3,709,546,725 to 3,709,546,899
 3,713,489,737 to 3,713,489,999
 3,719,941,293 to 3,719,941,999
 3,739,643,695 to 3,739,643,999
 3,740,879,610 to 3,740,879,999
 3,744,112,937 to 3,744,112,999
 3,746,661,514 to 3,746,661,549
 3,746,735,550 to 3,746,735,649
 3,748,234,130 to 3,748,234,799
 3,748,311,017 to 3,748,311,099
 3,750,454,701 to 3,750,455,599
 3,750,571,077 to 3,750,571,149
 3,752,551,750 to 3,752,552,099
 3,752,901,644 to 3,752,901,849
 3,758,039,789 to 3,758,040,499
 3,758,641,577 to 3,758,641,949
 3,758,683,371 to 3,758,683,699
 3,758,706,958 to 3,758,706,999
 3,758,926,150 to 3,758,926,199
 3,759,301,690 to 3,759,301,999
 3,759,302,000 to 3,759,302,499
 3,759,905,840 to 3,759,905,899
 3,760,106,889 to 3,760,107,049
 3,760,261,322 to 3,760,261,449
 3,760,275,050 to 3,760,276,349
 3,760,351,850 to 3,760,352,049
 3,762,220,281 to 3,762,220,449
 3,762,257,750 to 3,762,258,949
 3,762,411,249 to 3,762,412,049
 3,766,016,195 to 3,766,016,448
 3,766,048,145 to 3,766,048,199
 3,768,744,400 to 3,768,745,599
 3,768,781,500 to 3,768,781,899
 3,768,804,400 to 3,768,804,549

3,768,840,717 to 3,768,841,099
 3,769,054,150 to 3,769,054,699
 3,769,054,800 to 3,769,054,949
 3,770,527,900 to 3,770,528,299
 3,770,666,700 to 3,770,666,849
 3,775,756,000 to 3,775,756,399
 48,346,211 to 48,347,999
 456,392,367 to 456,392,499
 456,868,121 to 456,868,199
 471,634,208 to 471,634,499
 471,999,323 to 471,999,499
 479,906,350 to 479,906,499
 482,589,434 to 482,589,999
 486,419,258 to 486,419,999
 490,392,243 to 490,392,299
 490,556,400 to 490,556,999
 490,557,000 to 490,557,999
 490,565,351 to 490,565,399
 491,504,851 to 491,504,999
 492,441,915 to 492,441,999
 494,448,903 to 494,448,999
 494,449,000 to 494,449,499
 497,208,400 to 497,209,999
 499,492,900 to 499,493,899
 4,595,240,000 to 4,595,241,999
 53,938,862 to 53,938,999
 54,995,525 to 54,995,538
 58,941,150 to 58,943,999
 59,934,000 to 59,934,899
 59,940,000 to 59,940,649
 503,361,498 to 503,362,249
 509,734,600 to 509,755,899
 5,550,886,753 to 5,550,886,999
 5,552,982,000 to 5,552,982,499
 5,574,090,479 to 5,574,090,562
 5,620,520,783 to 5,620,521,099
 5,623,246,007 to 5,623,246,399
 5,629,346,801 to 5,629,347,999
 5,632,927,073 to 5,632,927,199
 5,583,514,274 to 5,583,515,999
 5,595,973,912 to 5,595,973,999
 5,602,432,678 to 5,602,432,699
 5,603,942,182 to 5,603,942,499
 5,612,083,109 to 5,612,083,499
 5,617,120,000 to 5,617,129,499
 5,621,652,564 to 5,621,652,999
 5,621,754,020 to 5,621,754,999
 5,622,317,755 to 5,622,317,999
 5,623,157,581 to 5,623,157,599
 5,623,235,349 to 5,623,235,363
 5,623,364,600 to 5,623,364,699
 5,625,137,131 to 5,625,137,599
 5,626,449,075 to 5,626,449,099
 5,628,191,471 to 5,628,191,499
 5,629,514,300 to 5,629,515,499
 5,630,970,478 to 5,630,970,489
 5,632,052,785 to 5,632,052,829
 5,632,947,115 to 5,632,947,246

5,633,436,039 to 5,633,436,049
 5,633,478,403 to 5,633,478,549
 5,635,343,613 to 5,635,343,625
 5,635,717,316 to 5,635,717,399
 5,637,317,840 to 5,637,317,899
 5,639,131,450 to 5,639,131,649
 5,639,204,750 to 5,639,205,699
 5,640,743,812 to 5,640,744,349
 5,642,404,372 to 5,642,404,399
 5,642,484,658 to 5,642,484,700
 5,644,804,000 to 5,644,805,999
 5,644,984,000 to 5,644,985,999
 5,646,460,031 to 5,646,461,999
 5,647,270,759 to 5,647,270,999
 5,647,641,550 to 5,647,641,749
 5,648,248,600 to 5,648,248,849
 5,650,189,400 to 5,650,190,399
 5,655,078,250 to 5,655,078,499
 5,659,292,000 to 5,659,293,999
 5,913,350,894 to 5,913,351,999
 64,144,604 to 64,144,999
 64,752,581 to 64,752,653
 64,922,328 to 64,922,349
 65,456,700 to 65,456,949
 67,041,402 to 67,041,749
 67,073,338 to 67,073,399
 68,005,164 to 68,005,299
 68,022,898 to 68,023,349
 7,388,138,197 to 7,388,139,999
 7,390,556,000 to 7,390,559,999
 7,421,059,216 to 7,421,059,499
 7,434,350,790 to 7,434,350,999
 7,434,619,858 to 7,434,619,899
 7,434,955,073 to 7,434,955,199
 7,444,360,000 to 7,444,360,999
 7,451,844,750 to 7,451,844,999
 7,454,856,180 to 7,454,856,221
 7,461,486,184 to 7,461,486,299
 7,461,951,428 to 7,461,951,499
 7,462,177,300 to 7,462,177,449
 7,468,024,129 to 7,468,024,499
 7,468,182,100 to 7,468,182,149
 7,468,530,800 to 7,468,530,899
 7,469,888,784 to 7,469,888,999
 7,470,182,800 to 7,470,182,949
 7,470,217,532 to 7,470,217,568
 7,474,781,679 to 7,474,781,767
 7,475,364,099 to 7,475,364,149
 7,475,905,800 to 7,475,905,899
 7,478,098,678 to 7,478,098,699
 8,511,574,332 to 8,511,574,499
 8,532,864,500 to 8,532,864,799
 8,534,420,783 to 8,534,420,999
 8,535,444,963 to 8,535,445,199
 8,538,284,561 to 8,538,284,599
 8,538,724,497 to 8,538,724,499
 8,540,627,700 to 8,540,628,099
 8,542,109,210 to 8,542,109,399
 8,543,727,950 to 8,543,728,049